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Approved For Release 2005/11/21 : CIA-RDP78-00487A00010010010-1

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

OFFICE OF THE GENERAL COUNSEL



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FFICE.	DIVISION, BRANCH	32.61 87A00010010010010 1 CONCURRENCE		
OFFICE OF THE GENERAL COUNSEL			TITLE I Men Min 4/12/61	
TEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1	OFFICE SUBJECT FILE Consists of correspondence, reports and other papers which document opinions and decisions relating to legal matters in connection with			
	the official business of the Agency, proposed and existing legislation affecting Agency activities, and the intrepretations of Public Laws, Executive Orders, and other regulatory issuances as they pertain to CIA. Also included in the file are records which document the establishment, operation and the administrative functions of the office. Filed by subject in accordance with Subject file manual.	y W S		
	(1957 to date)		r .	
	a. Substantive and documentary material.	16.0	Permanent. Disposal not authorized. Cut off every X years; hold for X years then transfer to the Records Center.	
	b. Administrative and housekeeping records.	1.6	Temporary. Destroy after one year. Cut off at end of each year; retain for one year and destroy.	
2	PRECEDENT FILE (LEGAL DECISIONS)			
	This is a set of bound copies of legal decisions which establish a precedent for future determinations; also copies of selected legal opinions rendered by the Staff. They relate to decisions rendered for OSS, SSU, CIG and CIA. They are bound chronologically within each year. (1947 to date)	1.5	Permanent. Disposal not authorized. Retain in current files area indefinitely (duplicate sets are in the subject file and in VM). Lettie duplicate set to Tecche to interest authorized and record set Duplicate set retained in current file. Sie means did 36 874,868	

FORM NO. 139 USE PREVIOUS

FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
PROPOSED REGULATIONS PROPOSED REGULATIONS	DP78-004	87A000100100010-1
Copies of proposed regulations received from Regulations Control Staff for comment and retained for reference purposes. Filed chronologically by Regulation number.	2.0	Temporary. Destroy after one year. ; Place in inactive file when regulation is published. Destroy after one year.
(Current)		
CONVENIENCE FILE (CHRONO)		Permanent
Copies of outgoing correspondence maintained for convenience of reference. Filed chronologically.	1.4	Temporary. Disposal not authorized at this time. Cut-off at end of each year: transfer to the Records Center
(1957 to date)		when three years old. (see memo of 24 Dec. 63)
EMPLOYEE RECORD CARD FILE		120
Discontinued (1.6 Startes of 1.6)		
LIAISON CONTACT FILE		
Lists of individuals in government agencies, commercial firms or lawyers who have received security clearances to serve as contacts with the Office. Lists are maintained in note book form and filed first by state then by government agency.	•3	Temporary. Destroy when superseded or when clearance is rescinded or inactive.
(Current)		
ASSIGNMENT LOGS		
Discontinued		
VITAL MATERIALS TRANSFER SLIP FILE		
Consists of Vital Materials Transfer Slip which is used to record and control of material transferred to the Vital Materials Repository by the Office. Filed numerically by deposit number.	.1	Temporary. Destroy when material has been withdrawn.
	PROPOSED REGULATIONS Copies of proposed regulations received from Regulations Control Staff for comment and retained for reference purposes. Filed chronologically by Regulation number. (Current) CONVENIENCE FILE (CHRONO) Copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1957 to date) EMPLOYEE RECORD CARD FILE Discontinued LIAISON CONTACT FILE Lists of individuals in government agencies, commercial firms or lawyers who have received security clearances to serve as contacts with the Office. Lists are maintained in note book form and filed first by state then by government agency. (Current) ASSIGNMENT LOGS Discontinued VITAL MATERIALS TRANSFER SLIP FILE Consists of Vital Materials Transfer Slip which is used to record and control of material transferred to the Vital Materials Repository by the Office. Filed numerically by deposit number.	Copies of proposed regulations received from Regulations Control Staff for comment and retained for reference purposes. Fined chronologically by Regulation number. (Current) CONVENIENCE FILE (CHRONO) Copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1957 to date) EMPLOYEE RECORD CARD FILE Discontinued LIAISON CONTACT FILE Lists of individuals in government agencies, commercial firms or lawyers who have received security clearances to serve as contacts with the Office. Lists are maintained in note book form and filed first by state then by government agency. (Current) ASSIGNMENT LOGS Discontinued VITAL MATERIALS TRANSFER SLIP FILE Consists of Vital Materials Transfer Slip which is used to record and control of material transferred to the Vital Materials Repository by the Office. Filed numerically

ITEM NO.	FILES IDENTIFICATION	- HOLTME	DISPOSITION INSTRUCTIONS
1,6	MAIL LCG Approved For Release 2005/11/21 : CIA	OP76-004	B7A000100100010-1
	Record of all classified material, including top secret and cables, received and dispatched by the office. Maintained primarily for security purposes. Filed by type of material and chronologically thereunder.		
	a. Top Secret	•1	Temporary. Disposal not authorized. Cut off at end of each calendar year and transfer to Records Center one year after.
	b. Secret and below	.1	Temporary. Destroy after one year. Cut off at end of each calendar year; Destroy one year thereafter.
10 1/	COURIER MAIL RECEIPTS		
	The office copy of Couriers Mail Receipts which is signed by courier at time classified material is picked up for delivery to addressee. Filed chronologically.	.1	Temporary. Destroy when 3 months old.
	(Current)		
11 2	LIBRARY MATERIAL		
	These are bound copies of The U. S. Code, Decision's, Black's American Law Reports, Corpus Juris Secondum, Federal Register, Harvard Law Review, Tax Reporter and other books which are maintained for legal reference purposes.	588.	Temporary. Return books on loan from the Library when no longer needed for reference purposes.
12	REFERENCE PUBLICATIONS	1	1
	Copies of CIA Regulations and Notices, OSO and Clandestine Services Regulations, NSC Directives and other special regulations and notices. Maintained according to type of issuance.	2.0	Temporary. Destroy as superseded or inactive.
ORM NO. 14	Approved For Release 2005/11/21 : CIA	PP78-004	87A000100100010-1

ITEM NO.	Approved Release 2005/11/21 : CIA-F	DP78m204	87A000100100010: Prosition instructions
13	CABLE FILE	Cr.	ger mino 78 Party 13ang 78
	Information copies of incoming and outgoing cables which are retained for reference purposes. Filed chronologically.	•2	Temporary. Destroy when 6 months old.
	O/GC Branch Office was discontinued as combined with related series in the m		
15	PROJECT FILE		
	Consists of correspondence, reports, and related form records which document the legal aspects of specific covert projects. Includes the administrative plan, copies of contracts, and legal opinions. Filed alphabetically by project name.	10.	Permanent. Disposal not authorized. Place in inactive file when project completed or discontinued; transfer to the Records Center at end of each year.
21	TAX FILE		
	Consists of memoranda copies of legal advice or assistance rendered on individual tax problems. Filed alphabetically. (1957 to date)	2.0	Temporary. Destroy after 10 years. Cut off at end of each year. Retain in current files area for three years then transfer to the Records Center on an annual basis.
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